

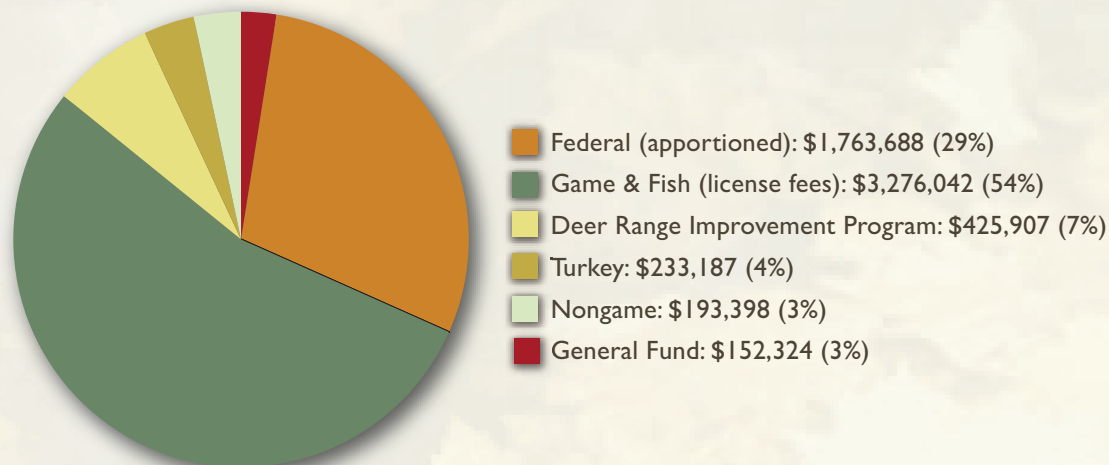


# Business Tools and Support



## Fiscal Year 2010

### Business Tool and Field Support Expenditures by Fund Source



### The Wildlife Division invested:

- 43,491 hours administering programs and maintaining staff for projects eligible for funding with Pittman-Robertson Wildlife Restoration Act grants;
- 22,891 hours on general administration of the Wildlife Division;
- 6,870 hours on administration of our wildlife research program;
- 3,526 hours on administering programs and maintaining staff for projects eligible for funding with State Wildlife Grants;
- 648 hours on financial accounting; and
- Significant dollars on vehicle charges.

In order to manage wildlife populations and habitat effectively, the Wildlife Division must pay for certain business tools on an annual basis. One of the largest of these expenditures on necessary work items is for division vehicles. A number of vehicles need to be replaced or serviced annually to keep the division fleet in safe and operable condition. Other necessary work items include computers (which also need replacement and upkeep), land-line phones, cell phones and internet connection services. In addition, field support staff is responsible for inventorying and managing all these items.

Another aspect of these costs relates to budget management and purchasing. Staff is responsible for projecting and monitoring budgets, reviewing purchase requests, making payments, reconciling accounts and auditing division transactions. Some additional costs within this section are for worker's compensation and unemployment payments.

As the Wildlife Division prepared this report, staff recognized instances where miscoding may have occurred. Many hours have been coded to general administration that should have been coded directly to the project being conducted. For example, if staff is preparing paperwork for a grass-planting project, the hours spent working on forms to approve the purchase of seed should be coded to habitat management rather than general administration.

The hours tied to federal aid administration within this section of the report relate to managing personnel in addition to grant administration. Within federal grants, there are funds available to cover human-resources activities such as hiring staff, performance evaluations, personnel matters and timekeeping.